

Laboratory Assessment Checklist

Building:
Department:
PI:
Assessor(s):

Room:
Date:
Phone:
Safety Coordinator:

Items for Review:	Yes/No/ NA	Comments
General/Safety/Personal Protective Equipment		
Door card is current	Reply	No response needed
Emergency phone numbers posted by phone	Reply	No response needed
First Aid kit is available	Reply	No response needed
Hand-washing facilities readily accessible and are free of clutter	Reply	No response needed
Hand-washing sink has soap and paper towels available	Reply	No response needed
Eye protection (ANSI 87.1) is available and used when a splash, impact, UV and/or laser hazard is present	Reply	No response needed
Lab coats are worn by personnel when working	Reply	No response needed
Gloves are worn by personnel when working and are appropriate for the task/chemical	Reply	No response needed No response needed
PPE is not worn in non-lab areas (e.g., break rooms, stairs)	Reply	No response needed
Long pants and closed toed shoes are worn in the lab	Reply	No response needed
No evidence of eating, drinking, make-up application or mouth pipetting	Reply	No response needed
Microwave ovens and ice machines are "For Lab Use Only"	Reply	No response needed
Extension and electrical cords are not overused and /or frayed.	Reply	No response needed
Housekeeping		
The lab is maintained in a clean and orderly condition	Reply	No response needed
Aisles and corridors are free of obstruction and tripping hazards	Reply	No response needed
No excess paper, cardboard or Styrofoam is present	Reply	No response needed
Trash bins and Glass Only boxes are dry and not over-filled	Reply	No response needed
Equipment		
<i>Chemical fume hoods</i> , EMPAC#: ; Test Date:	Reply	No response needed
Overall appearance is clean, clutter free	Reply	No response needed
<i>Eyewash station</i> is available	Reply	No response needed
Record of weekly eyewash flushing is maintained	Reply	No response needed
Or eyewash bottles are provided (check expiration date)	Reply	No response needed
<i>Emergency drench shower</i> is available; note how many: Note date of last certification:	Reply	No response needed
<i>Biosafety cabinet</i> is available; note certification within a year	Reply	No response needed
<i>Vacuum pumps</i> have a guard are located/maintained in oil & ignition free area	Reply Reply	No response needed No response needed
<i>Vacuum lines</i> are protected with a double-trap and in-line filter located between the last trap and vacuum source.	Reply Reply	No response needed No response needed
<i>Autoclave</i> is available for decontamination of biowaste	Reply	No response needed
<i>Bunsen Burner</i> hoses are in good condition and are not too long	Reply	No response needed
<i>Freezers</i> are free of ice build up and are free of spills	Reply	No response needed
<i>Glove Box(es)</i> in use in lab	Reply	No response needed
Chemical Storage		
Chemical storage is adequate for the amount/type of chemicals	Reply	No response needed
Containers properly labeled (name of substance & hazards) and are compatibly stored; Solutions are properly labeled	Reply Reply	No response needed No response needed
Chemicals in closed containers in good condition, stored upright	Reply	No response needed
Glass containers are off the floor	Reply	No response needed
Chemicals found in drawers or under sinks are stored adequately	Reply	No response needed
Chemical containers are bar-coded	Reply	No response needed

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Hydrofluoric Acid is used in this lab	Reply	No response needed
Perchloric Acid is used in this lab	Reply	No response needed
Flammable liquids (including acetic acid) are stored in flammable cabinets or refrigerators	Reply	No response needed
Acids are separated from bases/alkalis and are all are stored below eye level	Reply	No response needed
Oxidizers (nitric acid) are separated from organics (e.g., acetic acid, formic acid)	Reply	No response needed
Oxidizers are not stored with flammables	Reply	No response needed
Peroxide formers (ether, tetrahydrofuran, etc.) dated & used within 6 months of opening	Reply	No response needed
Chemical storage areas are free of ignition sources	Reply	No response needed
Storage of vials and tubes is neat, safe and orderly	Reply	No response needed
Waste Management		
Personnel have the correct containers.	Reply	No response needed
The containers are not overfilled.	Reply	No response needed
Bar code labels have been removed from chemicals.	Reply	No response needed
Satellite accumulation areas inspected weekly and recorded	Reply	No response needed
Waste labels are filled out correctly	Reply	No response needed
Containers are closed and in good condition for transport and are in secondary containment (incompatibles are separated)	Reply	No response needed
No multiple containers per waste stream (OK to have one working container and one waiting for pick-up)	Reply	No response needed
Sharps boxes are present and not over-filled	Reply	No response needed
Only rinsed, dry glass is found in "Glass Only" boxes	Reply	No response needed
Personnel clean and disinfect all bins, pails, cans, and similar receptacles intended for reuse	Reply	No response needed
Compressed Gas Cylinders		
Are secured with straps/chains without excessive ganging	Reply	No response needed
Contents are labeled, caps are on, not blocking means of egress	Reply	No response needed
Liquid nitrogen tanks are present	Reply	No response needed
BSL-1 and BSL-2 Biohazards		
Biowaste containers are marked with biohazard symbol, not overfilled, lined with red bags, and are covered by a lid	Reply	No response needed
Sharps boxes are present and not over-filled	Reply	No response needed
Liquid waste is disinfected with 10% bleach before drain disposal or by autoclaving (10% bleach made fresh daily)	Reply	No response needed
Biohazard labels on equipment used at BSL-2: centrifuges, incubators, freezers, refrigerators, biosafety cabinets, etc.	Reply	No response needed
Centrifuges have containment vessels in use (caps, sealed rotors,)	Reply	No response needed
Aerosol producing equipment is used in BSC with BSL-2 work	Reply	No response needed
Radiation Safety		
Radiation work area is clearly marked, sink does not leak, waste is in secondary containment	Reply	No response needed
Safety Training		
Lab personnel have attended required annual trainings	Reply	No response needed
Personnel know what to do in case of an accidental biological or chemical spill? Personal exposure or injury? Fire?	Reply	No response needed
Other		